

PAWNBROKER LICENSE ONLINE RENEWAL INSTRUCTIONS

For licenses expiring 12/31/17

Renewal period 1/01/2018 – 12/31/2019

Licenses not renewed will lapse on 1/1/2018, there is no grace period. It is illegal to operate a pawnshop without a Pawnbroker license. If your renewal is not completed online or is postmarked on or after January 1, 2018, you will need to pay a \$100.00 Delayed Renewal Penalty.

Division's website: <https://www.commerce.alaska.gov/web/cbpl>

Pawnbroker website: <https://www.commerce.alaska.gov/web/cbpl/ProfessionalLicensing/Pawnbrokers.aspx>

ONLINE RENEWAL: You must know your license number to renew online. If you do not know your license number, you may find it on the Division's website at <https://www.commerce.alaska.gov/cbp/Main/Search/Professional>.

Complete all sections of the online renewal. Payment is made by credit card. We accept Visa and Mastercard. If you are unable to submit an online renewal, you must submit a paper renewal which may be found on the Pawnbroker webpage. If you answer "yes" to any of the professional fitness questions on the renewal, you will not be allowed to proceed and must submit a paper application with an explanation and the required documentation.

NAME CHANGE: If you have had a legal name change since your last license was issued, you may not renew online. You must download a renewal application from the Division's website, and provide a certified true copy of the legal document (marriage certificate, divorce decree, etc.) as proof of the change.

SOCIAL SECURITY NUMBERS: AS 08.01.060 and 08.01.100 require a U.S. Social Security Number be on file with the division before a professional license is issued or renewed for an individual. If you do not have a social security number, your license may not be renewed online. Please download the Request for Exemption from SSN Requirement form from the Division webpage and the paper renewal

PAPER APPLICATIONS

If you must submit a paper application, complete all sections of the paper renewal, sign and date and submit with the proper payment to the address on the top of the first page of the form. All supporting documentation must be submitted with the paper renewal to ensure the renewal is processed in a timely manner. Processing of paper applications takes up to three weeks after receipt. Plan accordingly to ensure your license is renewed by 12/31/17.

EFFECTIVE DATE OF RENEWED LICENSE

The effective date of a renewed license will be the date a complete renewal application is filed with the Division as determined by 12 AAC 02.920 and 12 AAC 02.940. A complete application includes all supporting documents and fees.

GENERAL INFORMATION

ADDRESS CHANGE: You may update your address as part of the online application process. You may also provide an email address if you would like to receive communication from the Division by email. In accordance with 12 AAC 02.900, you must notify the Division in writing of any name or address changes. The address of record will be used to send renewals and all other official notifications and correspondence.

LICENSE TERM: Licenses are issued for a two-year period. However, all licenses expire December 31st of every odd-numbered year, regardless of the date of issuance, except licenses issued within 90 day of the expiration date which are

issued to the next biennial expiration date. One renewal notice will be mailed at least 30 days before license expiration to the last known address of record.

LAPSED LICENSES: There is no “inactive” license status.

PUBLIC INFORMATION: Please be aware that all information on the application form will be available to the public, unless required to be kept confidential by state or federal law. Information about current licensees, including mailing addresses, is available on the Division’s website at *ProfessionalLicense.Alaska.gov* under License Search.

BUSINESS LICENSES: The status of a professional license will directly impact the status of an associated business license. Renewal applications for business licenses are mailed or available online separately. For more information about business licenses, call (907) 465-2550, or go online at *BusinessLicense.Alaska.gov*.

PAYMENT OF CHILD SUPPORT AND STUDENT LOANS: If the Alaska Child Support Enforcement Division has determined that you are in arrears on child support, you may be issued a nonrenewable temporary license valid for 150 days. Contact Child Support Services at (907) 269-6900 to resolve payment issues.

STATUTES AND REGULATIONS: The complete set of statutes and regulations for this program is available by written request or online: <https://www.commerce.alaska.gov/web/cbpl/ProfessionalLicensing/Pawnbrokers.aspx>

REGULATIONS CHANGES: If you would like to receive notice of all proposed regulations changes for this program, please send a written request with your name, preferred contact method (mail or email) and the program you want to be updated on to:

REGULATIONS SPECIALIST

Email: *RegulationsAndPublicComment@Alaska.Gov*

Department of Commerce, Community, and Economic Development

Division of Corporations, Business and Professional Licensing

P.O. Box 110806

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